

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	529	4.33	21.00	0.76
FROM TERRITORIES :	777	5.00	22.33	0.82
B. VISITS TO CLIENTS IN TERRITORY :	71	4.66	9.00	0.41
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	2	3.00	12.33	0.46
MISSIONS :	6	8.33	3.66	0.36
CONFERENCE SEMINARS :	5	2.66	2.33	0.15
OTHER :	6	3.66	3.33	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	3.33	0.16
POST INITIATED :	13	4.00	7.33	0.34
E. COMMUNICATIONS ACTIVITIES :	22	11.00	2.66	0.41
F. INVESTMENT ENQUIRIES FROM CANADA :	9	1.33	0.33	0.05
FROM TERRITORIES :	28	3.66	0.00	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	3.00	0.09
CONNECTIONS ARRANGED :	6	0.00	0.33	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.33	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	5	0.33	0.33	0.02
HOST GOVERNMENT :	2	0.00	0.33	0.01
OTHER DEPARTMENT :	3	0.66	0.00	0.02
PROVINCES/MUNICIPALITIES :	17	2.66	0.33	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.66	0.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		11.33	4.66	0.48
K. SERVICE TO OTHER MISSION PROGRAMS :		10.66	0.00	0.32
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.06
***** TOTALS *****		99.93	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 17

FROM TERRIT : 1

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 86

FROM TERRIT : 489

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 3

- LOCALLY ENGAGED : 3